

Whitley County Sheriff's Department **Dispatcher - Full Time**

Incumbent serves as Dispatcher for the Sheriff's Department, responsible for receiving emergency and non-emergency calls, taking appropriate action and dispatching information to various response units.

Shifts will vary; must be available for weekends and holidays

Job Responsibilities:

- Receives, evaluates and prioritizes emergency calls, gathers information, determines appropriate response and assigns and dispatches law enforcement, fire, EMS, conservation by two-way radio.
- Dispatches Whitley County Sheriff Department Deputies, Churubusco Police Department Officers and South Whitley Police Department Officers, DNR Officers, Whitley County EMA and nine Whitley County Fire Departments.
- Answers telephone calls that are not emergencies from the public, fire departments and EMA, determines the nature of the call, and responds to inquiries and complaints and routes calls appropriately.
- Receives fire and business security alarms and dispatches the appropriate department.
- Enters local warrant information and protective order information into CAD & IDACS/NCIC.
- Responds to emergencies from off-duty status occasionally.
- Reports to work when other county agencies are closed during severe weather conditions.

Job Requirements:

- High school diploma or GED required and ability to acquire/maintain required certifications, including IDACS and NCIC computer systems, emergency dispatch certification and CPR/AED.
- Thorough knowledge of and ability to make practical application of rules, regulations, policies and procedures of the Department.
- Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.
- Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.
- Possession of valid driver's license and demonstrated safe driving record.
- Ability to operate standard office equipment and type accurately.
- Must possess strong multi-tasking skills.

To apply, submit your application and resume to one of the following:

wchr@whitleygov.com

FAX: (260) 248-3182

Whitley County Government

Human Resource Director

220 West Van Buren Street, Suite 101

Columbia City, IN 46725

Applications and resumes will be accepted until the end of the day March 9, 2019.

Applications available online at www.whitleygov.com.